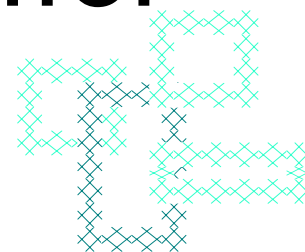


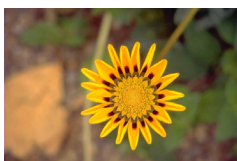
CHRO Newsletter



Myths and FACTS

Story by US Employment/Classification Section

GENERAL



Spring has come!

Don't miss it!!

- Training Announcements

See the back page

INSIDE

NSPS Myths and Facts	2
NSPS Myths and Facts Changes In Navy RESUMIX Appli- cation Process	3
When is a Supervisor Really a Supervisor?	4-5
CSU	4
2005 Summer Hire Program	5
Q & A on Compensatory Time Off for Travel	6-7
Trial Period Employees Classification TERMINOLOGIES Disciplinary Actions	8
LAD	9

Myth

NSPS does nothing to help with national security.

FACT

Not true. The mission of DoD is national security, and civilians play a vital role in supporting that mission. NSPS provides the Department the tools necessary to recruit, retain, and manage the civilian workforce to accomplish our critical mission in a more effective and efficient manner. NSPS will also provide flexibilities so we can reduce our reliance on the military to perform jobs that civilians can and should perform, freeing up the military to perform its war fighting duties. NSPS is a mission-driven, performance-based system that motivates, recognizes, and rewards excellence, which will result

in an overall improvement to mission effectiveness, and enhanced national security. This is critical in the global war on terrorism.

Myth

Under NSPS, DoD civilians can be assigned anywhere in the world, even to a war zone, with little or no notice.

FACT

Currently DoD has the authority to reassign employees, including reassignment to overseas locations, when necessary to support the mission. We do this under today's system. This authority is unaffected by NSPS. One of the goals of NSPS is to reduce its reliance on military to perform jobs that could be performed by civilians.

BENEFITS

Myth

I will lose my benefits under NSPS.

FACT

NSPS will not affect rules governing retirement benefits or eligibility, health and life insurance, leave, attendance, and other similar benefits.

Myth

NSPS eliminates veterans' preference for reduction in force (RIF) and hiring.

FACT

NSPS preserves veterans' preference. DoD is committed to the principles of veterans' preference; under NSPS, veterans continue to receive preference for both hiring and RIF.



PAY

Myth

I will lose pay under NSPS and I won't get credit for the time I've already spent waiting for my next within grade increase.

FACT

Employees will not lose pay upon conversion to NSPS. Employees will be converted into NSPS at their current salary. In many cases, employees will receive a salary increase equal to the amount they have earned towards their next within grade increase (this is known as the "WGI buy-in").

Myth

NSPS is just a way to freeze the pay of DoD civilians, since we're no longer entitled to the automatic January pay increase or within-grade increases.



Myths and Facts

PAY

FACT

The annual January pay increase, as we know it now, will change. The proposed pay rules provide for periodic "rate range" adjustments, to adjust the minimum and/or maximum rate of a pay band. When a minimum rate of a pay band is adjusted upward, employees will receive an equivalent increase. There are no "steps," similar to the GS system, in a pay banding system. Instead, pay increases and/or performance bonuses are based primarily on your performance rating. Unacceptable performers are not eligible for pay increases under the proposed system.



Myth

Under NSPS, funds for salaries and bonuses will no longer be certain.

FACT

DoD is committed to ensuring civilian compensation is protected. In fact, the law requires

that the aggregate amount of money allocated for civilian compensation for organizations under NSPS cannot be less than the amount that would have been allocated under the existing system. Under NSPS, the overall amount of money that would have been used for the annual January pay adjustment, within grade increases, quality step increases, and similar payments, will be used for civilian pay, and those funds will be protected. However, the proposed NSPS pay system will distribute those funds based primarily on performance.

Myth

My supervisor will not be prepared and equipped to fairly and objectively rate my performance, and will not be held accountable for exercising his responsibility under NSPS.

FACT

Supervisors and managers will have an important role in determining performance-based pay increases. The flexibilities proposed in the NSPS

regulations bring with them an increased need for accountability. This includes employee accountability for performance, as well as supervisory and managerial accountability for the proper exercise of the authorities of NSPS. Extensive training will be given to supervisors and managers, both military and civilian. Training will focus on improving skills needed for effective performance management; setting clear expectations; communicating with employees; and linking individual expectations to the goals and objectives of the organization. Supervisors and managers will be held accountable for how effectively they use the tools provided by NSPS. They will also be subject to the pay and performance provisions of the system, and their pay will be affected by how well they perform their duties as supervisors and managers.

LABOR-MANAGEMENT RELATIONS



Myth

Unions have had no involvement in developing NSPS.

FACT

The proposed NSPS regulations are the product of a broad-based, collaborative effort across the Department that began in 2004. This included a number of meetings with employee representatives involving extensive and fruitful discussions on potential options for the design of the system. In several areas, the proposed regulations reflect the interests and concerns that were voiced during those consulta-

tion sessions. We also held numerous focus groups and town hall meetings, many of which included local union involvement, to gather input and feedback on the system design. Now that we have published our proposed regulations, the next step in this process is to gather comments and recommendations on the proposed regulations, and engage in more discussions and dialogue with employee representatives as called for in the law authorizing NSPS.

Myth

NSPS will do away with bargaining units and employee unions.

FACT

Not true. The implementation of the NSPS labor relations system *will not* eliminate unions or bargaining units. Employees will still be able to be represented by labor organizations and to bargain collectively. The proposed rules enable the Department to act expeditiously in carrying out its mission by limiting the situations that are subject to bargaining, and speeding up the bargaining process.





Myths and Facts

EMPLOYEE RIGHTS

Myth

Employees will lose their fundamental rights to grieve or appeal unfair decisions or adverse actions.

FACT

NSPS does not change critical employee rights such as merit systems principles, due process, whistleblower protections, and protection against prohibited discrimination and personnel practices. There will continue to be avenues for employees to seek redress. For bargaining unit employees, negotiated grievance procedures will remain part of the process, and other employees will continue to have access to administrative grievance procedures, as well as formal appeals processes for adverse actions.

Myth

Under NSPS, there is no process for employees to challenge their performance rating.

FACT

DoD is developing a process that will allow employees to request reconsideration of their rating to a higher authority. This process will apply to all

employees under NSPS. Under current law, employees in the same organization are often subject to different procedures and avenues when challenging performance ratings. This sometimes results in inconsistent decisions. Because of the importance of the performance rating process and its impact on pay, DoD will ensure that every employee has the same opportunity to seek appropriate redress.

Myth

Under NSPS, there is no due process for employees affected by an adverse action.

FACT

Not true. The proposed regulations preserve due process rights for employees who are subject to an adverse action (e.g., removal, suspension of more than 14 days, reduction in pay or pay band level). In all such cases, employees continue to have the right to notice of proposed action, the right to reply, the right to representation, and the right to appeal that action. The rule changes proposed in

the regulations seek to streamline this process so that workplace issues are resolved quickly, while ensuring due process, recognizing the need for workplace accountability, and providing efficient tools for dealing with performance and conduct issues.

Myth

The proposed appeal system is not an impartial process.

FACT

Under NSPS, employees retain the right to appeal to a third party in adverse action cases. The proposed regulations retain Merit Systems Protection Board (MSPB) administrative judges as the initial adjudicators of employee appeals of adverse actions. Although the proposed regulations provide for a Departmental review of those initial administrative judge decisions, employees retain the right to appeal to the full MSPB to review a final Department decision.

Changes In NAVY RESUMIX Application Process

Story by U.S. Employment & Classification Section

At the end of April 2005, Resumix users will submit their resumes to just one Human Resources Service Center (HRSC) to be considered for vacancies worldwide. The seven processing centers have been consolidated into one. The HRSC-Southwest in San Diego will manage the system and provide assistance to Resumix users.

The Open Continuous Announcements (OCAs) currently listed on the www.donhr.navy.mil web site will

close 26 March 2005. No new applications will be accepted/processed at the individual service centers after that date. The new OCAs will open 28 April 2005. Overseas OCAs will be posted separately from stateside OCAs. There will be a limited number of OCAs, so applicants may see more individual announcements.

Applicants must reapply to be considered for future vacancies. The resume currently saved in Resumix, however, will not be deleted so that it can still be used. There is a one-resume policy. However, this pol-

icy will not apply to positions open under Delegated Examining. Resumes will be active for 6 months only. Another very important change is that applicants must document each pay plan and grade for which they are interested in being considered, not just the lowest acceptable grade. There will be a pull down menu to assist with this

change. Additional information and guidance will be posted on the Department of Navy's Web site.



When is a Supervisor *Really* a Supervisor?



Story by U.S. Employment & Classification Section

The short answer to this question is: when the duties have been properly described and classified to meet the criteria of a supervisory position.

The long answer is a bit more complicated, however. The term "Supervisor" or "Supervisory" can be added to a position title only when the duties and responsibilities **fully**

meet the criteria for supervisory duties as outlined in the applicable classification standard. The same is true for the terms "Lead" or "Leader." While many people consider a "lead" or "leader" to be a supervisor, there are very important differences between the responsibilities of a supervisor and a leader.

Supervisor

The primary distinguishing factor in deciding if a position is supervisory revolves around the level of authority the position holds. A true supervisor is responsible for accomplishing work through the direction of subordinates; he/she also exercises both technical and administrative authority over the subordinate positions. This means that the supervisor is responsible for making sure that the end product or service provided by the subordinates is technically acceptable as well as being responsible for administrative actions related to the subordinates. These actions would include responsibilities such as approving or disapproving requests for leave, taking disciplinary actions, and approving awards.

Another distinguishing factor involves the amount of time spent performing supervisory duties. Positions that are classified in the General Schedule (GS) pay plan must meet the criteria in the General Schedule Supervisory Guide (GSSG). The main prerequisite for a supervisor is to spend a minimum of 25% of his/her duty time performing

supervisory duties. When this is applied to a normal workweek of 40 hours, it computes to spending an average minimum of 10 hours per week performing supervisory functions. If the position meets this central requirement, there are several other factors that must be fully satisfied to meet the lowest level of supervisory duties. As the levels of supervisory responsibility increase, so do the factors that have to be fully met.

Supervisory positions in the Federal Wage Schedule (FWS) pay plan must meet the criteria in FWS Job Grading Standard for Supervisors. These criteria are different from the GSSG criteria because the paramount requirement is not tied directly to a specific or minimum amount of time spent performing the supervisory work. The main requirement to meet is that the duties are regular and recurring and performed on a substantially full-time and continuing basis. Like the GS supervisors, these positions also exercise technical and administrative authority over their subordinates, but more emphasis is placed on the re-

quirement to have experience in and knowledge of trades and labor work. In other words, they must have knowledge and experience in the type of work they are supervising so that they can ensure the quality and quantity of the completed work.

In addition to meeting the supervisory classification criteria, other organizational factors must be taken into account. The Manpower Office and Civilian Human Resources Office work closely together to determine if the organizational structure supports the need for a supervisor. Considerations include the current organizational structure, the current number of supervisors, leaders, and non-supervisory positions. Proposed changes to the organization that may result in changes of work flow or workload are also weighed to determine if more employees are needed to support the changes, and if branches or sections need to be created, combined, or separated.

Story by Information Systems Specialist

The Customer Support Unit (CSU) is an application developed by the Department of Defense Civilian Personnel Management Service. CSU is a tool used by managers and supervisors to research information for employees under their charge. The application was recently changed from a client application to a Web based ap-

plication, and therefore has become available to more managers and supervisors.

Included in the application are several reports that are useful in your day-to-day work environment. Examples of the reports are (1) Alpha Roster, (2) Security Roster, (3) Birthday Roster, etc. The rosters and reports will only list employees under your charge and no others.

If you currently have an account for the Defense Civilian Personnel Data System (DCPDS), also known as "Modern", and would like access to the CSU, please contact Mr. Robert "Woody" Wilkinson at mailto: wilkinsonrg@mcbbutler.usmc.mil. In your request please include your DCPDS user name, your email address, and DSN phone number.

Continuing

When is a Supervisor *Really* a Supervisor?

"Lead" or "Leader"

Generally, leaders (or leads) are assigned to provide training and guidance to a group of personnel performing same or similar work, usually at the same or a lower level. Depending upon the type of work being performed, the assignment may be as a Leader, Team Leader, Working Leader or Training Leader. The duties of the lead positions may seem very similar to some of the supervisory duties but they lack the administrative authorities that supervisors exercise.

In the General Schedule (GS) pay plan there are two types of leaders: work leaders and team leaders. Work leaders lead three or more employees in clerical or other one-grade interval work on a regular and recurring basis. A work leader may redistribute work load among employees, may track the status and progress of work being accomplished, may instruct employees on specific tasks and job techniques, and reject work that doesn't meet established standards. A team leader may be assigned to lead other GS employees to accomplish two-grade interval

work at least 25% of the time on a regular and recurring basis. Team leaders function in a more active manner with team members, generally providing leadership, coordination, and liaison to the supervisor regarding the work of the team. At the same time, they actively work as part of the team and perform duties that are at the highest level of work accomplished by the team.

In the FWS pay plan, there are also two kinds of leaders: working leaders and training leaders. In both cases the leaders are expected to lead three or more workers on a regular and recurring basis; they are also expected to perform these duties on a substantially full time and continuing basis. Working leaders are expected to lead other employees to accomplish trades and labor work. The primary responsibility for working leaders is the requirement for sufficient skill in and knowledge of the trades and labor work performed by the group they lead. They must be able to demonstrate methods to accomplish the work, provide instructions and set the pace for the work to be done; they are responsible to the supervisor for getting the work done in accordance with the instruc-

tions, policies, and procedures that are in place. Working leaders also perform regular nonsupervisory work that is usually of the same kind and level as that done by the group led. Training leaders are expected to train the other employees in the nonsupervisory work of a trades and laboring occupation. Like working leaders, they must have sufficient knowledge of and skill in the trades and labor work to be able to provide training. Unlike working leaders, training leaders do not work alongside the group they lead. Their primary purpose is to train and teach the trades and labor skills.

The information provided in this article is very general regarding the requirements for classifying supervisory and lead positions and does not fully cover every issue that must be addressed in classifying these positions. More specific information can be found in the classification standards, which are available at <http://www.opm.gov/fedclass/index.asp>.



Story by U.S. Employment & Classification Section

2005 Summer Hire Program



Our 2005 Summer Hire Program has begun and is off to a great start with the return of last year's program coordinator, Ms. Sharon D. Buchanan.

The summer hire job announcement opened on 14 March and over 60 applications have been received thus far. The first cutoff for acceptance of applications is 8 April, and it's imperative that students get their applications in as soon as possible to help ensure preferred place-

ment of job types and locations.

The program will run from 16 May to 12 August 2005 for college students/high school graduates and from 27 June to 12 August 2005 for high school/middle school students. A tentative date of 20 June is scheduled for the supervisors' orientation and 27 June for the summer hire orientation. Both are scheduled to be held at the Foster Community Center. Additional information will be provided as the program progresses.

We anticipate employing approxi-

mately 180 part time students and 20 full time students. The deadline for organizations to submit requests for summer hire employees is 8 April. Although we will accept late submissions, we request that each organization submits requests to the CHRO as soon as possible. Your timely submission will ensure proper and timely placement of all students who have the desire to spend their summer working to assist you.

Ms. Buchanan's contact number is 645-5429.



Story by U.S. Employee & Labor Relations/Benefits Section

on Compensatory Time Off for Travel

Q1. What is compensatory time off for travel?

Compensatory time off for travel is a new form of compensatory time off that may be earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable.

Q2. What qualifies as travel for the purpose of this provision?

To qualify for this purpose, travel must be officially authorized. In other words, travel must be for work purposes and must be approved by an authorized agency official or otherwise authorized under established agency policies. Compensatory time off for travel due to permanent change of station (PCS) and renewal agreement travel (RAT) is not authorized.

Q3. What qualifies as time in a travel status?

Travel status includes only the time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.

Q4. Do meal periods count as time in a travel status?

For the purpose of earning compensatory time off for travel, bona fide meal periods are not considered time in a travel status. For example, if an employee spends an uninterrupted hour eating a meal at an airport restaurant while waiting for a connecting flight, that hour is not considered time in a travel status.

Q5. What is meant by "usual waiting time?"

Airline travelers generally are required to arrive at the airport at a designated pre-departure time (e.g., 1 or 2 hours before the scheduled departure, depending on whether the flight is domestic or international). Such waiting time at the airport is considered usual waiting time and is creditable time in a travel status. In addition, time spent at an intervening airport waiting for a connecting flight (e.g., 1 or 2 hours) also is creditable time in a travel status, subject to exclusions for bona fide meal periods. In all cases, determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the employing agency.

Q6. What if an employee experiences an "extended" waiting period?

If an employee experiences an unusually long wait prior to his or her initial departure or between actual periods of travel during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, the extended waiting time that is outside the employee's regular working hours is not creditable time in a travel status. An extended waiting period that occurs during an employee's regular working hours is compensable as part of the employee's regularly scheduled administrative workweek.

Q7. What happens once an employee reaches a temporary duty station?

Once an employee arrives at the temporary duty station, he or she is no longer considered to be in a travel status. Any time spent at a temporary duty station between arrival and departure is not creditable travel time for the purpose of earning compensatory time off.

Q8. When is it appropriate for an agency to offset creditable time in a travel status by the amount of time the employee spends in normal commuting between home and work?

If an employee travels directly between his or her home and a temporary duty station outside the limits of the employee's official duty station (e.g., driving to and from a 3-day conference), the agency must deduct the employee's normal home-to-work/work-to-home commuting time from the creditable travel time. The agency must also deduct an employee's normal commuting time from the creditable travel time if the employee is required—outside of regular working hours—to travel between home and a transportation terminal (e.g., an airport or train station) outside the limits of the employee's official duty station.

Q9. What if an employee travels to a transportation terminal within the limits of his or her official duty station?

An employee's time spent traveling outside of regular working hours to or from a transportation terminal within the limits of his or her official duty station is considered equivalent to commuting time and is not creditable time in a travel status for the purpose of earning compensatory time off.

Q10. What if an employee travels from a worksite to a transportation terminal?

If an employee travels between a worksite and a transportation terminal, the travel time outside regular working hours is creditable as time in a travel status, and no commuting time offset applies.

Q11. How is compensatory time off for travel earned and

Compensatory time off for travel is earned for qualifying time in a travel status. Credit will be authorized in increments of one-quarter of an hour (15 minutes). Organizations must track and manage compensatory time off for travel separately from other forms of compensatory time off.

Q12. Is there a limitation on the amount of compensatory time off for travel an employee may earn?

No.

Q13. How does an employee request credit for compensatory time off for travel?

Your time and attendance technician has a form to record compensatory time for travel. Requests must be accompanied by your official TAD travel orders and travel voucher. An employee must comply with his or her agency's procedures for requesting credit for compensatory time off, and the employee must file a request for such credit at the same time the travel voucher is submitted to his/her supervisor.

Q14. How does an employee use accrued compensatory time off for travel?

An employee must request permission from his or her supervisor to schedule the use of his or her accrued compensatory time off for travel in accordance with agency policies and procedures. Compensatory time off for travel may be used when the employee is granted time off from his or her scheduled tour of duty established for leave purposes. Employees must use accrued compensatory time off for travel in increments of one-quarter of an hour (15 minutes).

Q15. How does an employee use accrued compensatory time off for travel?

An employee must request permission from his or her supervisor to schedule the use of his or her accrued compensatory time off for travel in accordance with agency policies and procedures. Compensatory time off for travel may be used when the employee is granted time off from his or her scheduled tour of duty established for leave purposes. Employees must use accrued compensatory time off for travel in increments of one-quarter of an hour (15 minutes).

Q16. How long does an employee have to use accrued compensatory time off for travel?

An employee must use his or her accrued compensatory time off for travel by the end of the 26th pay period after the pay period in which it was credited or the employee must forfeit such compensatory time off, except in certain circumstances. (See Q18.)

Q17. What happens to an employee's unused compensatory time off for travel upon separation from Federal service?

Except in certain circumstances an employee must forfeit all unused compensatory time off for travel upon separation from Federal service.

Q18. May an employee receive a lump-sum payment for accrued compensatory time off for travel upon separation from an agency?

No. The law prohibits payment for unused compensatory time off for travel under any circumstances.

Q19. If an employee is required to travel on a Federal holiday (or an "in lieu of" holiday), is the employee entitled to receive compensatory time off for travel?

Although most employees do not receive holiday premium pay for time spent traveling on a holiday (or an "in lieu of" holiday), an employee continues to be entitled to pay for the holiday in the same manner as if the travel were not required. Thus, employees may not earn compensatory time off for travel during basic (non-overtime) holiday hours because they are entitled to their rate of basic pay for those hours. Compensatory time off for travel may be earned by an employee only for time spent in a travel status away from the employee's official duty station when such time is *not otherwise compensable*.

Q20. If an employee's regularly scheduled tour of duty is Sunday through Thursday and the employee is required to travel on a Sunday during regular working hours, is the employee entitled to earn compensatory time off for travel?

Compensatory time off for travel may be earned by an employee only for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Thus, an employee may not earn compensatory time off for traveling on a workday during regular working hours because the employee is receiving his or her rate of basic pay for those hours.

Questions regarding Compensatory time off for travel can be directed to the U.S. Employee & Labor Relations/Benefits Section.

Trial Period Employees

Story by JN Employment Unit

All MLC and IHA employees will work initially on a six-month trial basis. The trial period only applies to employees who are newly appointed for permanent positions under the MLC/IHA and does not apply to permanent employees who transferred from other organizations.

During the trial period, the legal employer (i.e., Government of Japan) will initiate a background check to see if the employee is suitable to work for USFJ. At the same time management must decide if the employee is performing assigned duties at

the satisfactory level. If not, the employee may be separated.

The trial period will not be extended if the employee's performance is unsatisfactory. It may be extended, shortened, or exempted in the following cases:

1. EXTENDED:

- a. When the number of days actually worked is less than 90 days.
- b. When there is a change in job title during the trial period.

2. SHORTENED:

*** GLOSSARY ***

DFAB (Defense Facilities Administration Bureau)

IAA (The Incorporated Administrative Agency)

LMO (Labor Management Organization)

GOJ (Government of Japan)

porary employee is changed to permanent status in the same type of work.

3. EXEMPTED: When a former permanent employee is rehired under the same type of work.

A trial period employee becomes a permanent employee automatically upon completion of his/her trial period. There is no action required from management to change the employment status from trial period to permanent.

Classification TERMINOLOGIES

Story by JN Classification Unit

In previous issues, we have selected special terminologies used for MLC/IHA classification that may sound unfamiliar to new supervisors/employees. For this issue, we have selected the following two terminologies:

SDB Form 12511/1 is the MLC/IHA Position Description (PD). It may be sometimes referred to as the PD Coversheet. SDB Form 12511/1 contains information such as Category of Employment, PD #, Position Title, Grade, Job #, Language Allowance Degree, number of employees assigned to the PD, Organizational Location, etc.

SDB Form 12511/2 is the MLC/IHA Task List. It contains a list of tasks specific to the position(s) with a percentage assigned to each task number. It is a very important document because it may be used not only for classifying the position, but also for nominating an employee for a cash award or taking a disciplinary action. The supervisors/managers create and sign the task list.

Every MLC/IHA position has SDB Form 12511/1 and SDB Form 12511/2 with exceptions to positions created long time ago. If your MLC/IHA positions are missing the SDB Form 12511/2 MLC/IHA Task List, it is highly recommended to create one at the earliest time possible. Both forms are available at the CHRO web site for download (<http://www.mcbbutler.usmc.mil/chro/forms.asp>).

For any questions or assistance on JN Classification, contact Ms. Ransen or Ms. Ago at DSN 645-5407.

Disciplinary Actions

Story by JN Employee/Labor Relations Unit

The objective of a disciplinary action is to correct the employee's misbehavior or misconduct. Every effort should be made to prevent situations where disciplinary actions are required. The supervisor should have sufficient documentation/counseling records to support taking the disciplinary action because the DFAB as the legal employer of MLC/IHA employees and the Civilian Human Resources Office (CHRO) need to certify and authenticate the action. The supervisor will submit a complete MLC Report of Alleged Offense, USFJ Form 329, for MLC employees and Personnel Action Request, USFJ Form 11, for IHA employees to the CHRO. After authenticating the action, CHRO will submit it to DFAB for endorsement. The forms are available at the following URL: <http://www.mcbbutler.usmc.mil/chro/forms.asp>

In accordance with the MLC/IHA, the official disciplinary actions are as follows:

1. **Warning:** Written document specifying the offense(s) charged and the corrective action required of the employee (for an IHA employee it is called an official reprimand).
2. **Fine:** Temporary deduction in pay not to exceed one half of an average day's pay.
3. **Suspension:** Temporary non-pay status and enforced absence from work not to exceed seven workdays for MLC employees. For IHA employees there is no limit, but it must be a reasonable time frame.
4. **Removal:** Involuntary termination of employment.

Questions regarding disciplinary actions may be directed to Mr. Okuhira or Mr. Kayo at 645-3921/3364.

LANGUAGE ALLOWANCE DEGREE

Story by Workforce Development & Diversity Section

LAD is paid monthly to eligible employees. The amount of the allowance differs from one “degree” to another.

What is a LAD?

The Language Allowance Degree is set for each Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) position, which identifies four levels of proficiency of the English language. These levels or degrees of proficiency are typically required to perform the duties of the position, and the degree is indicated on the position description. The four language degrees designated are as follows:

DEGREE 4

Exceptional Proficiency Requirement

Requires an “exceptional” ability to speak, read and write the English language. There are continuous demands to fully understand, discuss, and exchange comprehensive information on highly technical,

complex subject matter.

DEGREE 3

Fluent Proficiency Requirement

Requires incumbent to understand complex matters, possess the ability to discuss and exchange information on the substantive aspects of the work assignment—this consists primarily of specialized or technical terminology. May interpret the English Language to the non-Japanese speaking personnel to assure that complete understanding is achieved.

DEGREE 2

Average Proficiency Requirement

Requires a good understanding of the English language involving speaking, reading, and writing. Language exchanged between employees at this level and the non-Japanese speaking personnel consists of words and phrases compris-

ing complete sentences on a subject matter that requires two-way queries and responses to assure mutual understanding of the inter-related sequences.

DEGREE 1

Elementary Proficiency Requirement

Requires a basic understanding of the English language involving speaking, reading, and writing. Language exchanged between employees at this level and the non-Japanese speaking personnel consists of basic words, often in unrelated sequences, where the primary requirement is to convey or to comprehend basic ideas or intentions.

DEGREE 0

No Proficiency Requirement

The proficiency level of each employee is determined by the LAD Test.

What is LAD Test?

The LAD Test is administered monthly, usually the first week of the month. The testing date and time is announced through Oki News Today, and our CHRO Training Announcements web page.

The test is typically divided into two parts: oral (66 questions) and reading (34 questions).

-Part I of the test covers verbal comprehension. This part is designed to

determine the individual's ability to listen and comprehend the English language. Each individual will listen to questions and statements played on an audio source, and respond by selecting one of four options on the test booklet. The response to each question (a, b, c, or d) will be marked on a separate answer sheet by coloring in the circle.

-Part II of the test involves an ability to read and understand English words or phrases. This part is designed to test

the individual's ability to recognize correct grammatical forms and to understand written material. Answers to the items are marked on the answer sheet in the same manner as part one of the test.

The number of correct answers on the test determines the proficiency level.

Degree 4 – 86 to 100 correct answers

Degree 3 – 76 to 85 correct answers

Degree 2 – 66-75 correct answers

Degree 1 – 51-65 correct answers

OTHER TEST INFO

Priority seating is given to: First-time test takers in a position for which a Language Allowance Degree is authorized. (Usually a full-time MLC/IHA employee. Daily, Special Term (Medical Intern), or Hourly Pay Temporary employees are not eligible.)

An employee who takes the test and does not achieve the score required for the Language Allowance Degree of his/her position must wait at least six months before re-taking the test.

NOTE TO SUPERVISORS

Please send nomination for LAD Test via e-mail to the POC listed on the training announcement. Our office may not acknowledge self-nomination since supervisor approval to be away from his/her duty station cannot always be verified.

Please make sure that the individuals approved to take the test arrive to the test site on time.

Those who are not on the confirmed attendees' list are not accepted to take the test.

For more information, please contact 645-7689 or e-mail chrotraining2@mcbbutler.usmc.mil

CHRO

Civilian Human Resources Office

UNIT 35020
MCB Camp S. D. Butler
FPO AP 96373-5020
Fax: 645-7115/7789
Commercial: 011-81-611-745-7115/7789
Email: chro@mcbbutler.usmc.mil

WE'RE ON THE WEB!

WWW.MCBBUTLER.USMC.MIL

CONTACT INFO:

U.S. Employment and Classification Section: **645-2475/7547**

U.S. Employee & Labor Relations Section: **645-7548**

Workforce Development & Diversity Section:

Training: **645-7689**

EEO: **645-5422**

JN Labor Section:

JN Employment: **645-3370**

JN Classification: **645-5407**

JN Employee/Labor Relations:
645-3364/3921

IWAKUNI Satellite Office

U.S. Section: **253-6828**

JN Section: **253-5691**



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TRAINING COURSES COMING UP

APRIL:

MCB Butler

- ♦ LAD (Language Allowance Degree) Test — **4 Apr**
- ♦ POSH for JN Non-Supervisory Employees (MCB Butler Only)— **5 Apr**
- ♦ U.S. New Employee Orientation — **7 Apr**
- ♦ Position Management: Techniques To Improve Organizational Efficiency — **20-21 Apr**
- ♦ Injury Compensation Claims Management & Electronic Data Interchange Training
25-29 Apr

MAY:

MCB Butler

- ♦ LAD (Language Allowance Degree) Test — **2 May**
- ♦ Alternate Dispute Resolution Mediation Tier II Training — **16-17 May**
- ♦ Introduction To Supervision — **17-20 May**
- ♦ Human Resources Management for Supervisors and Managers — **23-26 May**

**Iwakuni **

- ♦ EEO For Managers and Supervisors — **12 May**
- ♦ EEO Counselor Refresher Workshop **2005** — **13 May**
- ♦ Effective Communication Skills — **16 May**
- ♦ Managing Diversity — **17 May**
- ♦ ADR For Supervisors — **18 May**



Call 645-7689 or e-mail chrotraining2@mcbbutler.usmc.mil
(MCBBUTLER CHRO Training on Global Address List) for questions.



Training announcements on the Web: <https://www1.mcbbutler.usmc.mil/chro/>

